

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

Prince George's County Office of Finance		Pension, Benefits & Risk Mgt.
AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>GENERAL CORRESPONDENCE FILES</u> : These files consist of inter-office correspondence and reading files. 1978 - Present	Cut off at end of fiscal year, retain for three (3) additional years, then destroy.
2.	<u>INJURIES-ON-THE-JOB (I.O.J.)</u> : These are duplicate records consisting of Workmen's Compensation Injury Report; Supervisor's Report & Follow-up; Doctor's Report & Follow-up; and any awards made by Workmen's Compensation. 1977 - Present	Cut off at end of fiscal year, retain for four (4) additional years, then destroy.
3.	<u>ACCIDENT REPORTS/AUTOMOBILE REPORTS</u> : These are duplicate records consisting of estimates for repairs to vehicles damaged in an accident and include vehicle accident reports and related back-up materials. 1975 - Present	Cut off at end of fiscal year, retain for six (6) additional years, then destroy.
4.	<u>MINUTES OF BOARD AND COMMITTEE MEETINGS</u> : These are minutes of Boards of Trustees meetings for Police, Fire, and Hospital Trustees; Retirement Medical Review Committee meetings; Risk Management Committee meetings; also files, tapes, log books of decisions, and exhibits presented at these meetings. 1971 - Present	Retain permanently.
5.	<u>LIABILITY FILES</u> : These are case files of liability claims filed under the Hospital Medical Malpractice and General Liability, and the Professional Liability insurance programs. 1975 - Present	Cut off at end of fiscal year in which case is closed; retain for seven (7) additional years.
CONTINUED		

Schedule approved by Department, Agency or Division Representative

Richard Bradley Deputy Director, Office of Finance 2-16-82
RICHARD BRADLEY Signature DEPUTY DIRECTOR Finance Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/4/80 Edward L. Grant
Date Archivist
11/1/80 KENNETH V. DUNCAN
Date Chief Administrative Officer

Distribution: White - Hall Of Records, Green - Hall Of Records, Canary - Brd. Of Public Works, Pink - Records Manager, Gold - Records Center, Blue - Department/Agency.

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Item No.	Description	Retention
6.	<p><u>PENSION & DEFERRED COMPENSATION FILES:</u> These are files for Police, Hospital, and Fire employees which contain documents pertaining to employment, salary, and retirement information. Deferred compensation files contain records of employees participating in the Deferred Compensation Program.</p> <p>1973 - Present</p>	<p>Retain permanently.</p>
7.	<p><u>ACCIDENT CAUSE IDENTIFICATION SYSTEM:</u> These records include monthly, quarterly, and yearly computer records of all accidents and injuries, as well as the original computer coding sheets for each incident.</p> <p>1975 - Present</p> <p>*****</p>	<p>Cut off coding sheets at end of fiscal year, retain for three (3) additional years, then destroy.</p> <p>Cut off computer print-outs at end of fiscal year, retain for seven (7) additional years, then destroy.</p> <p>*****</p>